

DATE: March 5, 2026

MEMO TO: Sara Knizhnik, Chair
Operations Committee

FROM: John Nelson
Chief Operations Officer

RECOMMENDATION: Approve Change Order No. 1 to the Contract with TGF Enterprises, Inc., increasing the Contract Price for mowing and landscape maintenance at Independence Grove by an amount not to exceed \$94,182.00 and extending the contract time by one year.

STRATEGIC DIRECTIONS SUPPORTED: Public Access & Connections; Organizational Sustainability

FINANCIAL DATA: Funding has been approved in the adopted FY2026 Budget in the total amount of \$220,140,00 for Grounds Maintenance (1552000-705100). The proposed Change Order No. 1 will extend the contract by one year for 2026 and increase the total contract price with TGF Enterprises, Inc., by up to \$94,182.00, based on the same unit prices as last year.

BACKGROUND: With the continued development and use of open space, some portion of the mowing and landscape maintenance of District property has been outsourced to private vendors. This practice has assisted the District in managing resources, including staffing levels and equipment inventories.

In February 2023, the Board approved a one-year contract with TGF Enterprises, Inc. for mowing and landscape maintenance at Independence Grove for 2023. The contract allowed the District to exercise two one-year renewals of the contract (for 2024 and 2025), with prices for those additional years stipulated in the contract. The Board's approving resolution authorized the Executive Director to exercise those renewals, which he has done. Grounds maintenance staff is pleased with TGF's work thus far and TGF is willing and able to hold their unit prices from 2025 flat through 2026. Therefore, staff recommends extending the contract with TGF to continue mowing and landscape maintenance at Independence Grove.

Staff recommends approval of Change Order No. 1 to extend the contract with TGF Enterprises, Inc., for one year and to increase the contract price by an amount not to exceed \$94,182.00. Per the Purchasing Policy, Change Order No. 1 may be approved by the Committee because the net increase is greater than the statutory competitive bidding threshold (\$30,000.00) and less than 50% of the total project cost (it is approximately a 34.02% increase).

REVIEW BY OTHERS: Deputy Director of Finance, Manager of Board Operations, and Corporate Counsel.

COMMITTEE MOTION: Motion to approve Change Order No. 1 to the contract with TGF Enterprises, Inc., in an amount not to exceed \$94,182.00 in substantially the form attached hereto, for the following reasons:

- a. The Change Order is germane to the Original Contract, as signed; and
- b. The Change Order is in the best interest of the District.

APPROVED:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____



CHANGE ORDER

Date: 03/05/2026
Purchase Order #: 20250185

Change Order #: 1
Original Contract Date: 02/21/2023

PROJECT INFORMATION

Project Number: 22049
Project Name: Mowing and Landscape Maintenance

Project Site(s) (Preserves): Independence Grove

CHANGE IN CONTRACT PRICE

To the Contractor: **You are hereby authorized to make the following changes, subject to the Contract provisions:**
(attach additional pages as needed)

Item	DETAILED DESCRIPTION	PRICE
1	Extending contract pricing.	\$ 94,182.00
2		\$ -
3		\$ -
	TOTAL	\$ 94,182.00
	ORIGINAL CONTRACT PRICE:	\$ 276,846.00
	Net Change of previous Change Orders (if any, list below): <i>** if no previous Change Orders, enter '0'</i>	\$ -
CO1		\$ -
CO2		\$ -
CO3		\$ -
	Contract Price Prior to this Change Order: (as amended by previous Change Orders (if any))	\$ 276,846.00
	Total Amount of THIS Change Order:	\$ 94,182.00
	NEW CONTRACT PRICE:	\$ 371,028.00
	NET CHANGE: from Original Contract Price resulting from this Change Order and all previous Change Orders.	\$ 94,182.00
	PERCENTAGE OF NET CHANGE: from Original Contract Price resulting from this Change Order and all previous Change Orders.	34.02%

Change Order needs Committee approval if either of these conditions is met:

- ~ Original Contract is over the Competitive Bidding Threshold ("CBT") and this CO is 25%+ or CBT or more.
- ~ Original Contract is CBT or under and this CO pushes the New Contract Price to over CBT.

** Competitive Bidding Threshold is \$30,000 for work and \$60,000 for products.

CHANGE IN CONTRACT TIME

Original Contract Commencement Date: 04/01/2023
New Contract Commencement Date: N/A

Original Completion Date: 11/30/2025
New Completion Date: 11/30/2026

DETERMINATION

*** Written Determination is required for changes of \$10,000 or more and/or time extension of 30 days or more*

Owner’s Department Director and/or Standing Committee(s) hereby determine {select all that apply (with an 'X')}:

- The circumstances necessitating the Change Order were not reasonably foreseeable at the time the contract was signed;
- The Change Order is germane to the original Contract, as signed; and
- The Change Order is in the best interest of the Owner and is authorized by law.

This Written Determination and this Change Order shall (i) be preserved in the Owner’s file for the Contract and open to the public for inspection and (ii) constitute the Written Determination required by 720 ILCS 5/33E-9.

LCFPD PROJECT MANAGER INFORMATION AND RECOMMENDATION

Department: Operations **Project Manager Phone #:** 847-276-5346
Project Manager: Joe Schmitz **Project Manager Email:** jschmitz@LCFPD.org

Joe Schmitz _____
Project Manager Name Signature Date

LCFPD DEPARTMENT DIRECTOR APPROVAL

John Nelson _____
Department Director Name Signature Date

CONTRACTOR INFORMATION AND APPROVAL

Contractor Name: TGF Enterprises
Contractor Address: 530 North Avenue, Libertyville IL 60048
Contact (Name): Tom Flader
Contact Phone#: 224-383-7967
Contact Email: tomf@tgfenterprises.com

For Public Works contracts, Contractor also certifies that this Change Order will not cause or result in an increase in the price of any subcontract under the contract that is 50% or more of such original subcontract’s price.

Tom Flader, Principal _____
Contractor Name, Title Signature Date

FOR OFFICE USE ONLY

Account Code(s): _____

In AdobeSign:
Route to Project Manager, Director, Contractor
Add CC: Purchasing
If Committee approval needed, attach to recommendation
Attach into TCM in Munis